

## Financial Controller (Contractor)

We are searching for an experienced part-time Financial Controller to oversee the management of Blue Shield International's finances, as we transform from a partly voluntary organisation to an established international NGO with increasing funding streams.

This is an exciting opportunity for a short-term appointment as a day-rate contractor to help lead the Blue Shield financial operations during our transition.

### About the Blue Shield

The Blue Shield is an international advisory body to UNESCO on the protection of cultural property in the event of armed conflict. It currently has 34 national and regional committees (with more under construction).

It was envisioned in 1953 by the then Director General of UNESCO as the "Red Cross for Cultural Property" a name modified by the drafters of what was to become the 1954 Hague Convention on the Protection of Cultural Property in the Event of Armed Conflict, to the "Blue and White Shield" reflecting the emblem they had chosen for the Convention. However, it was not until 1996 that the major international organisations responsible for cultural heritage (the International Council of Museums [ICOM], the International Council on Monuments and Sites [ICOMOS], the International Council on Archives [ICA], and the International Federation of Library Associations and Institutions [IFLA], now known as "the founding four" or FF) finally established the organisation.

The Blue Shield is governed by a nine-strong Board made up of four representatives of the FF, four members elected by the national committees, and a President directly elected by the national committees and FF. Between meetings of the Board, day-to-day activity is overseen by a small sub-committee of the Board known as the Bureau. The Board, National Committees, and Secretariat meet once a year as a General Assembly. It has an increasing number of national committees, organised and supported by the Blue Shield Board and a small Secretariat (known as Blue Shield International, or BSI) partly supported through the UNESCO Chair in Cultural Property Protection & Peace at Newcastle University (UK).

The Blue Shield is "*committed to the protection of the world's cultural property and is concerned with the protection of cultural and natural heritage, tangible and intangible, in the event of armed conflict, natural- or human-made disaster.*" It works to bring together the heritage, humanitarian, and uniformed sectors (e.g., armed forces, emergency responders) for the common goal of heritage protection in crisis to support affect communities worldwide.

Blue Shield International is responsible for global projects protecting heritage in crisis zones and supporting the implementation on international humanitarian law. Together with the national committees, it is a unique and highly specialised network. No other national or international organisation has this expertise.

See <https://theblueshield.org/> for further details.



## Financial Controller – Role Profile

The Financial Controller, working with the Secretariat and Director, will play a pivotal role that is core to the operations of the Blue Shield at the international level. The Controller will be managed by the President, and will work closely with the Director, Head of Operations, and Technical Directors on each Project.

As the ideal candidate you will be a qualified accountant with strong experience as a Financial Controller, very familiar using multi-ledger QuickBooks accounting. The strongest candidates will have experience working as part of an international charity and will be familiar with the management of grants from the UK and the EU as well as independent donors. Strong preference will be given to candidates with experience operating under Dutch, UK or Republic of Ireland jurisdictions.

You will have a commitment to Blue Shield's mission of cultural heritage protection in crisis as a vehicle for the implementation of international law, the promotion of peace, and the protection of communities worldwide.

The primary working language of the Blue Shield is English: you must be able to fluently communicate in verbally and in writing. You can work remotely but may be required to travel from time to time.

You will be joining the team during a period of positive change. The contract will initially be for one year; this will then be reviewed annually against donor requirements which may result in the possibility of further extension.

Ideally you would be available to join the team immediately.

- The post will be remunerated at 250 € per day for a minimum of 40 days between 1 March 2025 and 31 March 2026. An additional 40 days may be required dependent on grant allocation.
- There is no fixed pattern of working hours, but the primary working time zones are UK / Europe.
- The post holder can work remotely but may have to travel for the annual financial audit (travel and subsistence covered).

## APPLICATION PROCESS

1. Please submit
  - a CV
  - a cover letter outlining relevant experience and how you meet the role description,
  - and available start date / notice period, and
  - contact details for two referees, to

Dr Emma Cunliffe, Head of Operations at [Emma.cunliffe@blueshield-international.org](mailto:Emma.cunliffe@blueshield-international.org)

2. Applications deadline: **10.00 AM (UTC+1), Wednesday 11 February 2026.**
3. Shortlisting will take place that week.

Please note: we use an interview matrix system. Candidates are scored against each



essential and desirable criteria. Candidates with the highest scores are shortlisted for interview. Your covering letter should demonstrate how you meet the essential and desirable criteria with examples, whilst your CV provides the proof. A score of zero in any essential criteria will make it difficult to shortlist you.

No reference made in covering letter to criteria	0
Limited Reference Made (Listed, not evidenced)	1
Good Reference Made (Evidenced relevant criteria)	2
Excellent Reference Made (Demonstrated with strong examples)	3

For more on this system, see <https://uk.indeed.com/career-advice/interviewing/interview-matrix-scoring>

4. Interviews will take place on **18 February 2026** on Teams.
- Ability to meet the criteria will be determined from CV and covering letter, and during interview.
  - Shortlisted candidates will be asked to provide copies of their ID and relevant qualification certificates prior to interview.
  - Blue Shield may contact referees prior to interview. Please let us know if you would prefer us to only contact them if you are the successful candidate.
  - Please note, we cannot accept letters of reference provided by applicants.

Please contact Emma Cunliffe to discuss alternative interview arrangements if required.

Blue Shield may choose not to shortlist candidates from countries facing financial sanctions.

The contractor will be responsible for managing their own tax obligations and legal compliance in the country in which they are based.

The Blue Shield cannot provide visa sponsorship or relocation support.

Ideally the successful candidate will be available for an immediate start on or around **w/c 02 March 2026**.

**Position Title:** Financial Controller

**Organisation:** Blue Shield International (BSI), Netherlands (Official registration)

**Contract type:** Consultant

**Reporting to** President

**Location of Position:** Predominantly remote

**Salary:** 250€ per day

**Term Length:** 40 days between 1 March 2026 – 31 March 2026 (8 hours pr day). An additional 40 days may be required dependent on grant allocation.

**Responsibilities:**

- i Monitor the financial position of the organisation in its entirety.
- ii Act as a Financial Manager for all Finance, Accounts, and Audit matters.
- iii Undertake daily maintenance of QuickBooks accounting system.
- iv Maintain all individual contract donation accounts, for spending, funding, remaining funds, short-term, long-term and option-to-renew contracts and monitor individual contract Donor funding, expenses/remaining funds specific to each Donor. Coordinate with Project/Programme Managers for compiling allocation, release, and utilisation of contract/Donor funds, etc.
- v Under the direction of the Secretariat, assist in implementation of/continued e-banking arrangements for electronic transfer of funds and/or implementation of such process. Oversee release, expenditure and unspent balance for release of funds to employees and Contractors for all programmes and activities, liaising with suppliers as necessary.
- vi Coordinate with Employees, Contractors, Programme Managers, in preparation, and submission of claims for reimbursement of eligible expenditure.
- vii Oversee timely receipt and analysis of Financial Management Regulations, Statements of Funds Position, matching physical and financial progress of BSI's programmes.
- viii Enable joint team visits for financial management review, financial studies and prepare status reports with recommendations for improvement.
- ix Provide information/data support for the Board, Bureau, and Secretariat upon direction.
- x Collaborate with the executive team in establishing effective processes and controls to ensure the integrity of the Blue Shield's financial ledger, and support the development of robust financial processes as the organisation expands.

**Reporting Requirements**

- i Provide financial reports to, and in consultation with, the Secretariat as required.
- ii Provide a monthly management report, including income/expenditure and balance statements, for reporting to the Bureau/Board of the Blue Shield.

<b>FINANCIAL CONTROLLER</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Level 7 qualified CIMA (or equivalent) accountant with at least 5 years post-qualification experience.	
<b>Experience</b>	Proven experience of delivering the full spectrum of finance activities.	Experience of supporting external audit companies to deliver annual audits.
	Experience with accrual accounting systems and methods, and the application of Charts of Accounts and cost codes under IFRS standards and principles.	
	Demonstrable experience of QuickBooks.	
	Familiarity with multi-ledger accounting for project-based accounting tools	
	Proficiency in the advanced functions of Microsoft Excel and its application as an accounting tool for the development of custom ledgers and for developing financial projections and cost analyses.	
	Experience of manipulating data into usable formats that can be easily interpreted by a wider audience.	Experience of engaging with donors and grant bodies to deliver evaluation reporting on financial matters as required
	Experience managing finances in multiple currencies.	
<b>Skills and Knowledge</b>	Knowledge and awareness of different costing methods. Understanding cost/classification management allocations	High proficiency in project management tools, spreadsheets and financial reporting
	Proficiency in: Microsoft products (specifically Excel and Outlook), and QuickBooks	
	Ability to ensure data integrity in transferring transaction data between Excel and QuickBooks	
	Competent in the timely accurate delivery of financial processes such as month end, and supporting annual auditing.	
	Demonstrable inter-personal skills and ability to build strong working relationships remotely. Successful working	Confident presenting to committees.

	relationships with non-financial managers in managing their financial objectives and developing and interpreting KPIs.	
	Experience with complex reporting for donors like FCDO or the EU	
	Knowledge of financial regulations in the Netherlands, Republic of Ireland, or United Kingdom, with preference to Netherlands or Republic of Ireland.	
	Knowledge of Charity VAT, particularly partial exemption schemes.	
<b>Core Competencies</b>	Can work independently and under direction.	
	Able to manage a variety of tasks to meet deadlines.	
	Able to maintain high levels of confidentiality and discretion	
	Fluency in English	
	A commitment to the mission, values, and ideals of the Blue Shield	